

14 November 1968

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT : Weekly Report of the Office of Training

1. Two Pilot Courses in Reading Improvement Completed

A five-week (20-hour) course in reading improvement for 25 Agency employees, conducted at Headquarters by the U.S. Department of Agriculture, had its final session on 7 November. Another six-week (24-hour) course for 26 employees was given earlier in the fall by [REDACTED]

25X1A

A comparative evaluation is under study to determine which of the two will best meet the needs of the Agency.

2. Agency Participation in Department of Defense Training Programs

As an indication of the Agency's use of DOD training courses, CIA personnel are attending the following courses during the period, 12-22 November:

Nuclear Weapons Advanced Orientation, Sandia, N. Mex. 7 employees

Chemical, Biological, and Radiological Weapons  
Orientation Course, Dugway, Utah

2 "

Sentinel Staff Planners Course, Fort Bliss, Texas

1 "

Fundamentals of Space Operations, Maxwell AFB

3 " (2 DDS)

~~SECRET~~

Signal Analysis Course, NSA, Fort Meade, Md.	1 employee*
Combat Intelligence Staff Officers Course, Fort Holabird (as an observer - restricted to active duty Military)	1 "
DODCI Senior Executive Course	1 "
Post Engineer Management Course, Fort Belvoir	1 "
Naval Materiel Command's Art & Technique of Negotiating Contract Modifications Course, Norfolk, Va.	1 "
Navy's Price Analysis & Contract Negotiations Course (given locally)	2 "

\*DDS personnel

3. Harvard Limits Agency to One Space Per Year in Advanced Program

The Administrative Director of Harvard's Advanced Management Program telephoned the OTR Registrar on 8 November to confirm an earlier report that from now on the Agency can count on only one space per year in the Advanced Management Program. Pressure from various institutions for space compelled this decision. This means that the Agency's nominee for the spring 1969 course, [REDACTED] of DDS&T, will not be attending.

25X1A6a

~~SECRET~~

**SECRET**

25X1A6a

[REDACTED] will be accomplished without interfering with other Station training activities.

5. New Career Trainee Class Begins

The November 1968 CT class, the 40th in the history of the Program, begins on Thursday, 14 November, with an enrollment of 29. Wives of class members will attend a briefing session on Saturday morning, 23 November.

Sixteen of the 19 CTs who completed OC Phase II on 8 November have volunteered for [REDACTED] training which began 12 November. 25X1A14a

Assignments to the Clandestine Services of all but one of the 19 trainees appear to be firm.

6. DDCI to Address Armed Forces Staff College

Admiral Taylor is scheduled to lecture at the Armed Forces Staff College on 3 January. At the request of the Admiral's Executive Assistant OTR will supply names and biographic data on the nine Agency students at AFSC, names and lecture topics of other Agency speakers who have spoken at the College in the recent past, and lecture topics of other speakers of the intelligence community who are scheduled to address the current class.

7. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were given:

**SECRET**

At the AID Washington Training Center, seven outgoing AID officers on the Agency's missions and functions.

At DIS, 36 members of Advanced Intelligence Course on "The Production of Finished Intelligence."

At Fort Holabird, 24 students in Foreign Officers Orientation course on "Background of Communist Activities in Latin America."

At FSI, 45 members of Orientation Course on "International Communism: Current Status."

25X1A  
At the [REDACTED] 25 students in the general course on "Targets of Insurgency."

25X1A9a

[REDACTED]  
John Richardson  
*for* Director of Training

**SECRET**

TRANSMITTAL SLIP		DATE
TO: <i>DTR</i>		
ROOM NO.	BUILDING	
REMARKS:  <i>as usual except of similar standing for C/J/S para 6 should be SOP Specified ET P/E or else with code</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55  
REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)